

REIMBURSABLE WORK AUTHORIZATION				1. DATE OF REQUEST		2. RWA NUMBER <i>(GSA Use only)</i>			
3. NAME OF AGENCY				4. WORK SITE					
5A. AGENCY CONTACT NAME				5E. CONTACT ADDRESS					
5B. CONTACT'S TELEPHONE NO.		AREA CODE	PHONE NUMBER					EXT.	
5C. CONTACT'S FAX NUMBER		AREA CODE	PHONE NUMBER						
5D. E-MAIL									
6. DESCRIPTION OF REQUESTED WORK:									
CHECK AS APPROPRIATE				10. REQUESTED WORK DATES		13A. FED CODE			
<input type="checkbox"/> 7. Plans Attached				A. START		13B. BUREAU CODE			
<input type="checkbox"/> 8. Modification				B. COMPLETION		14A. AGENCY FINANCE BILLING ADDRESS			
9A. BILLING TYPE		9B. BILLING TERMS		11. AGENCY CERT. AMT.		14B. STREET ADDRESS			
12A. AGENCY LOCATION CODE		12B. AGENCY ID #		12C. FUND CODE		14B. CITY			
						14C. STATE			
						14D. ZIP CODE			
12D. AGENCY ACCOUNTING DATA: (LIMITED TO 60 CHARACTERS)				16A. CREDIT CARD NUMBER		16B. EXP. DATE			
15A. CERTIFYING OFFICIAL'S SIGNATURE				15B. DATE		16C. TYPE OF CARD <i>(i.e., VISA)</i>			
						16D. CARD HOLDER'S NAME (TYPE OR PRINT)			
15C. NAME OF SIGNER <i>(Type or Print)</i>				17. CERTIFYING OFFICIAL'S PHONE NUMBER					
				AREA CODE		PHONE NUMBER			
						EXT.			
GSA will bill in accordance with FPMR Part 101-21.604(e)									
FOR GENERAL SERVICES ADMINISTRATION USE ONLY									
18. PROJECT NO.		19A. ORGANIZATION CODE		19B. B/A CODE		19C. BOAC CODE			
						19D. CORRES. SYMBOL			
20. BRIEF PROJECT DESCRIPTION (LIMITED TO 25 CHARACTERS)									
21. Action (Check One)				22. PLEASE CHECK IF APPROPRIATE					
<input type="checkbox"/> NEW		<input type="checkbox"/> CHANGE		<input type="checkbox"/> DELETE		<input type="checkbox"/> COMPLETE			
						<input type="checkbox"/> COST BREAKDOWN ATTACHED			
						<input type="checkbox"/> MULTIPLE BLDG. FUNCTION <i>(See Reverse)</i>			
23. <input type="checkbox"/> FIXED PRICE <u>DOES NOT</u> APPLY		24. <input type="checkbox"/> GUARANTEE <u>DOES NOT</u> APPLY				25. AGREED UPON COMPLETION DATE			
26A. ORGANIZATION CODE		26B. BUILDING NUMBER		26C. LEASE NUMBER		26D. F/C			
						26E. O/C			
						26F. TOTAL			
						26G. GRAND TOTAL			
27A. GSA APPROVING OFFICIAL'S SIGNATURE				27B. DATE		27C. TELEPHONE NUMBER			
						AREA CODE			
						NUMBER			
						EXT.			
27D. SIGNER'S NAME <i>(Type or Print)</i>				28. POINT OF SALE TERMINAL <i>(For Credit Card Purchases Only)</i>					
				<input type="checkbox"/> A. FINANCE					
				<input type="checkbox"/> B. PBS					
29A. CERTIFICATE OF COMPLETION SIGNATURE				29B. SIGNER'S NAME <i>(Type or Print)</i>			29C. COMPLETION DATE		

Instructions For RWA Form

- | GSA Portion | |
|-------------|---|
| 18. | Enter project number, if applicable. |
| 19. | a. Enter GSA Organization Code. b. enter B/A Code. c. enter BOAC Code. d. enter the Organization Correspondence Symbol. |
| 20. | Enter a brief project description, limited to 25 characters. |
| 21. | Check the appropriate action block. |
| 22. | Check box(es) if appropriate. |
| 23. | Check if the project is <u>NOT</u> fixed price. |
| 24. | Check if the guarantee <u>DOES NOT</u> apply. |
| 25. | Enter the mutually agreed upon completion date. |
| 26a-f. | Enter the Organization Code, Building Number, Lease Number, Function Code, hours, Object Class and Total Dollar Amount. |
| 27a-d. | Enter the signature, name, date, and telephone number of the GSA Approving Official. |
| 28. | Enter the Point of Sale Terminal (For Credit Card Purchases Only). |
| 29a-c. | Enter the certificate of completion signature, name and date. |

ATTACHMENT - FOR MULTIPLE BUILDINGS/MULTIPLE FUNCTION

[illegible]